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SUBJECT GROUP 5000-5199 GENERAL

SUBGROUP 5110 - MAIL AND POSTAL AFFAIRS

5110.1 Navy Regional Mail

a. Postal Functions and Responsibilities. On behalf of SOPA (Admin) Hampton Roads, Fleet and Industrial Supply Center (FISC) Norfolk is responsible for providing regional Navy mail service. Services are provided by the Navy Mail Center, 9221 Third Avenue (Building U132), NAVSTA Norfolk with branch offices located at NAVPHIBASE Little Creek, NAS Oceana, FCTCLANT, WPNSTA Yorktown, Cheatham Annex and NAVSHIPYD Norfolk. During normal working hours, the Regional Director of Postal Operations or the leading chief petty officer may be contacted. After hours, messages may be passed via the FISC Norfolk Duty Officer or directly to the duty postal supervisor.

5110.2 Fleet Services

a. Navy Mail Center Fleet Services (including dockside delivery) are conducted from Building W-313 at NAVSTA Norfolk and Building 2012 at NAVPHIBASE Little Creek. Regular Fleet Services are provided between the hours of 0700 and 1400 Monday through Friday, excluding holidays.

b. Delivery of mail for scheduled overseas flights from Norfolk Navy Air Terminal to Guantanamo Bay, Cuba; Rota, Spain; Jufair, Bahrain; Sigonella, Sicily and Naples, Italy will be made during normal working hours.

c. Dockside delivery of mail to those ships (excluding carriers and tenders) who have specifically requested the service, in writing, will be provided Monday through Friday, excluding holidays. Mail will be delivered to ships returning from operations, prior to 1800 or from extended operations (more than 30 days) prior to 1930, upon prior written request of the ship type or unit Commander. Ships requiring assistance may call directly to the Fleet Service Office for assistance.

d. The dockside delivery postal clerk accompanying each vehicle will be handled in accordance with OPNAVINST 5112.1 series, paragraph 7304. All registered mail will be enclosed in a pouch and sealed with a numbered seal. All other classes of mail will be handled in accordance with OPNAVINST 5112.1 series, paragraph 7310. Upon delivery, mail will be received by the ship's Postal Clerk, indicating number of pieces received.

e. Mail not delivered as a result of absence of the receiving postal clerk at dockside will be retained by Navy Mail Center for re-dispatching on the next scheduled delivery. In this instance, the

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ships postal Clerk may pick up mail in person at the Navy Mail Center prior to the next scheduled delivery, if desired.

f. Each ship serviced will ensure that a properly prepared DD Form 285 (appointment of unit mail clerk or orderly) affixed with the ship's seal on it is furnished and kept current at the Navy Mail Center. Mail will be delivered only to individual listed thereon. Each ship will ensure prompt delivery and receipt of mail and enable the service personnel to maintain the schedule.

5110.3 Official Mail

a. The Navy Mail Center and its branch offices provide distribution of incoming personal and official mail to tenants of regional installations. They provide processing and dispatch of outgoing official mail originated by funded and reimbursable area shore commands, afloat staffs and homeported CINCLANTFLT ships when in port at Norfolk, Little Creek and NAVSHIPYD Norfolk. Regular mail call hours, normally 0830-1130 and 1230-1530 are maintained at all offices. During normal working hours the Official Mail Supervisor may be contacted.

b. All outgoing official mail must be prepared in accordance to current Post Office requirements, DOD, DON and COMNAVREG MIDLANT policy and instructions. Navy Mail Center provides overnight services via Federal Express and large package shipping via United Parcel Services.

5110.4 U.S. Postal Service. The U.S. Postal Service operates branch offices on several of the area Navy installations. The U.S. Postal Service is responsible for providing the sale of stamps, money orders and other products to the general public. They also provide bulk mail distribution to installation tenants and homeported ships.

a. Fleet Branch U.S. Postal Office is located in Building W-313, NAVSTA Norfolk and provides bulk mail pick-up by tenants and ships from 0800-1300 Monday through Saturday, excluding holidays. Ships arriving or leaving prior to 0800 may pick up mail after 0600. The Fleet Branch Post Office is open to the general public from 0800-1400 Monday through Friday, excluding holidays.

b. NAVSTA Norfolk branch U.S. Post Office, located in Building N-26, provides bulk mail pick up by commands from 0800-1100 and 1330-1430 Monday through Friday, excluding holidays and is open to the general public from 1000-1500 Monday through Friday, excluding holidays.

c. NAS Oceana U.S. Post Office, located in Building 531, is open to the general public from 0930-1530 Monday through Friday, excluding holidays. NAS Oceana branch provides bulk mail pick up by commands from 0930-1015 Monday through Friday, excluding holidays.

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d. FCTCLANT Branch U.S. Post Office, located in Building 524 at Dam Neck, is open to the general public from 1100-1500 Monday through Friday, excluding holidays and provides bulk mail pick up by commands from 0915-1015 Monday through Friday excluding holidays.

e. NAVSHIPYD Norfolk Branch U.S. Post Office, located in Building 1500 in the shipyard, is open to the general public from 1115-1300 Monday through Friday, excluding holidays and provides bulk mail pick up by commands from 0900-1000 Monday through Friday, excluding holidays.

f. NAVPHIBASE Little Creek Branch U.S. Post Office, located in Building 2012, is open to the general public and provides bulk mail pick up from 0830-1500 Monday through Friday, excluding holidays.